

May 15, 2006

TO: Proprietary Schools

FROM: Phil Wickliff, Coordinator and Judy Yeager, Assistant

SUBJECT: Idaho Registration for 2006-2007

Idaho Code requires that all proprietary schools operating in the State of Idaho that sell or distribute any course or courses must register and hold a valid certificate of compliance issued by the State Board of Education. Registration is done annually and is effective July 1st through June 30th. Registration does not imply approval of the registrant by the State Board of Education.

The following materials are included for your needs:

1. Idaho Code, Chapter 24 relating to proprietary schools
2. Registration application (Fee of \$100.00 per year to be attached) (§33-2404, Idaho Code)
3. Processing Fee of \$100.00 per course or set of related courses to be attached, (§33-2405, Idaho Code)
4. Permit to Act as Agent application (Fee of \$25.00 per agent per year to be attached) (§33-2405, Idaho Code)
5. Surety Bond form (§33-2407) (See Bonding Formula-Minimum Requirement of \$25,000)
6. Student Tuition Recovery Account worksheet (Please return a copy of the worksheet attached with the calculated fee) (§33-2408, Idaho Code)
7. Designation of Legal Agent--this form designates the Idaho State Superintendent of Public Instruction with the power of attorney for the school in and for the State of Idaho. **This applies to non-resident registrants only.**
8. Refund Policy of the State Board of Education

Registration fees are \$100 for the school, processing fees of \$100 per course or set of related courses, and \$25 for each agent. Remember, an agent means anyone who solicits students for courses. Therefore, if the owner, or any other officer in the organization, fits this definition, that person must register as an agent. Each school must register at least one agent. **The minimum bond requirement is \$25,000.** As a registered proprietary school we add your school to the listing distributed to Idaho Career Information, U.S. West Pathways, and Tuition Assistance Program. *Schools wishing to be considered for participation under the Workforce Investment Act (WIA), through the Idaho Department of Labor, must be registered with the State Board of Education unless specifically exempted by state law (see Idaho Code, Chapter 24) or federal regulations.* When the appropriate forms and fees are returned, the permit to act as agent cards and the Certificate of Compliance will be issued and mailed to the school address. If you have additional questions, you may call us at (208) 332-6921. All forms required for Proprietary School Registration can be found on-line at: www.sde.id.us/certification/proprietary/asp

If after reading Idaho Code, Chapter 24 relating to proprietary schools you feel your school is exempt, please send us a letter specifically stating how or why your school or courses are exempt.

DEPARTMENT OF EDUCATION
Proprietary School Checklist
(Items to be returned)
FY 2006 (July 1, 2006 - June 30, 2007)

School Name:

- ☐ Proprietary School Registration Application Form
- ☐ Registration Fee (\$100.00)
- ☐ Processing Fee (\$100.00, per course or set of related courses)
- ☐ Permit to Act as Agent of a Proprietary School Application Form
- ☐ Agent Fee (\$25.00 per agent)
- ☐ Assessment for Student Tuition Recovery Account Worksheet
- ☐ Student Tuition Recovery Fee (pay amount calculated on worksheet)
- ☐ Surety Bond for a Minimum of \$25,000 - Private Trade School Form
- ☐ Designation of Legal Agent Form (for non-resident registrants only)
(The following are for Schools providing service under the Workforce Investment Act)
- ☐ WIA Public and Private Training Facility Contract
- ☐ WIA Certification of Debarment, Suspension, Ineligibility, Voluntary Exclusion & Nondiscrimination

Please return to: Proprietary School Registration, B-25
Idaho Department of Education
P. O. Box 83720
Boise, ID 83720-0027

HAVE YOU ENCLOSED ALL OF THE ABOVE?

State of Idaho

BOARD OF EDUCATION

P.O. Box 83720
Boise, Idaho 83720-0027

PROPRIETARY SCHOOL REGISTRATION APPLICATION FORM

The Idaho State Board of Education has ruled that the information on this registration form must be supplied by each proprietary school registering, and submitted to the State Board of Education.

Registration fee of one hundred dollars (\$100.00), Processing fee of one hundred dollars (\$100.00) per course or set of related courses, completed Student Tuition Recovery Account with calculated fee, twenty-five dollars (\$25.00) for each agent, and verification of a minimum \$25,000 bonding to accompany this completed application form.

1. Name of School _____

Home Office Address _____

School Address _____

Organized under laws of what state _____ Phone _____

School Officials (Name and Title):

a. _____

b. _____

c. _____

d. _____

Representatives or Agents in Idaho:

a. _____

b. _____

c. _____

d. _____

Proprietary School Registration Application Form
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2. List course or courses of study offered and submit an outline or syllabus for each course of study. (Use additional sheets if necessary.)

3. Is it intended that satisfactory completion of a course would qualify the student for a specific occupation? ____ Yes ____ No

4. Give the total cost of each course of study offered and indicate how payment is made (See attachment)

5. If the school cancels or refunds any portion of the total cost of a course when a student fails to complete the course, list the refund schedule and attach a copy of the school's refund policy.

6. List minimum qualifications (training and experience) of instructors for each course of study offered. Use additional sheets if necessary.
7. Describe the physical facilities available for instruction. (Number of classrooms, equipment, tools, machines, number of work stations, etc.)
8. Submit copies of all advertising, pamphlets or other literature used in soliciting students and a copy of all contract forms used.

9. **CALCULATION OF GROSS TUITION INCOME/
TOTAL STUDENT ENROLLMENT**

FOR THE PERIOD

BEGINNING _____ and ENDING _____

GROSS TUITION IS DEFINED AS FUNDS FROM ALL STUDENT TUITION, LESS REFUNDS, BUT INCLUDING ALL LAB FEES. GROSS TUITION INCOME DOES NOT INCLUDE REGISTRATION FEE, COSTS OF BOOKS, SUPPLIES, TOOLS, OR EQUIPMENT PURCHASED BY STUDENTS.

Total Income from Tuition	\$
Total Income from Lab Fees (+)	\$
SUBTOTAL	\$
Minus Total Refunds (-)	\$
GROSS TUITION INCOME	\$

Total student enrollment is defined as the number of students participating ten (10) days after the beginning of a class.

Total student enrollment (year or more) _____

Total student enrollment (short term, less than one year) _____

I HEREBY CERTIFY THAT THE INFORMATION SUBMITTED ON OR RELATIVE TO THIS APPLICATION IS, TO THE BEST OF MY KNOWLEDGE, TRUE AND CORRECT.

DATE

SIGNATURE

TITLE

COURSE OF STUDY AND COSTS:

[illegible]

State of Idaho
Workforce Investment Act
PUBLIC AND PRIVATE
TRAINING FACILITY CONTRACT

_____ hereby agrees to perform and provide all WIA services authorized through an approved WIA Form 04, WIA Purchase Agreement, in accordance with State Rules, State Policies, and Federal Regulations, which are made a part hereof.

In consideration for providing these services, the training facility shall receive reimbursement from the WIA Administrative Entity (Idaho Department of Labor) in an amount not to exceed the budgets contained in the approved WIA Form 04.

Reimbursement claims for approved costs shall be submitted under the following guidelines:

1. Costs incurred for tuition/fees will not be billed after the refund period has expired, but will be submitted no later than 45 days following the institutional enrollment date.
2. Costs incurred for books/supplies, uniforms and tools will be billed no later than 60 days following the date of purchase.
3. All refunds due as a result of trainee withdrawal will be processed in accordance with the institutional policy.
4. Final reimbursement claims will be submitted no later than the 30th day of June of the year in which the activity takes place.

I hereby acknowledge and agree that the WIA Administrative Entity reserves the right to deny payment for reimbursement claims not submitted in accordance with the above guidelines.

This contract is effective the 1st day of July, 200__ and will remain in effect until amended by agreement of the parties, terminated due to violations of the terms stated above, or repeal/amendment of the Workforce Investment Act.

Training Facility Representative

Date

Training Facility Financial Representative

Date

WIA Administrative Entity

Date

Contract Number

State of Idaho
Workforce Investment Act

**Certification Regarding
Debarment, Suspension, Ineligibility,
Voluntary Exclusion, and Nondiscrimination**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

Before Completing the Certification
Please Read the Instructions for Certification

- (1) The prospective recipient of Federal funds certifies, by submission of this certificate, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in the delivery of services by any Federal department or agency.
- (2) Where the of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective recipient shall attach an explanation to this document and return it to the granting agency.
- (3) The prospective recipient also certifies that the organization listed, along with its principals, shall comply with the provisions of nondiscrimination outlined in the Workforce Investment Act regulations at 29 CFR 37.

Organization Name

Name of Authorized Individual

Address

Title

City, State, Zip Code

Signature

Date

**REGISTRATION OF EACH SCHOOL WILL BE COMPLETED
ONLY WHEN ALL REQUIREMENTS HAVE BEEN MET!**